



**Minutes of Local Governing Board
meeting held at Anker Moor School on
Wednesday 28th June 2017 at 6.00pm**



Fierté Multi Academy Trust

Present: (JK) Mrs J Kirkham (Chair)
(SR) Mr S Russel (Headteacher)
(AB) Mrs A Barnes
(KC) Mr K Caveen
(CH) Miss C Hopkins

In Attendance: (EP) Mrs E Price (Associate Member)
(JH) Mrs J Harrison (Trustee / Business Manager for Trust)
(TV) Mrs T Vigus (Entrust Clerk)

1	Attendance and apologies
	No apologies were received from Mr M Davies(MD)
2	LGB matters
a	Membership
	<p>i. It was noted that one governor has failed to produce documents for DBS checks. Governors were reminded that this has been a legal requirement for all governors. The Chair confirmed that this governor has been asked to provide details on several occasions.</p> <p>Resolved: Subject to approval by Fierté Trust, this governor will be removed from Local Governing Board.</p> <p>Action: TV to draft letter to be signed by CEO and Chair.</p> <p>ii. Vacancies – 2 governors required.</p>
b	Appointment of Chair / Vice Chair.
	<p>Governors were invited to nominate/ self-nominate governors for the position of Chair and Vice Chair.</p> <p>Resolved: Mrs J Kirkham was appointed as Chair for a period of 1 year commencing September 2017.</p> <p>Resolved: Mr K Caveen was appointed Vice Chair for a period of 1 year commencing September 2017</p> <p>Action: TV to inform Fierté Trust and Entrust Edubase details to be updated asap</p>
c	Confidentiality
	The Chair reminded all governors that all matters relating to this meeting were confidential.

d	<p>Register of Business Interest</p> <p>No changes were declared and SR confirmed register had been completed.</p>
e	<p>Declaration of Interest – business and Pecuniary.</p> <p>No declarations were made related to agenda items</p>
f	<p>Persons of Significant Control.</p> <p>TV informed governors that Trust persons have been identified – Vicki Blundell and Jane Harrison.</p>
g	<p>Code of conduct</p> <p>Governors confirmed that Code had been signed and was in place.</p> <p>TV informed governors that Entrust are currently revising this document to reflect legislation changes and it will be available for autumn term.</p>
3	<p>Minutes of meeting held on 29th March 2017</p>
	<p>Governors confirmed that the minutes were a true and accurate record. Resolved: The minutes were signed and made available for display.</p>
4.	<p>Matters arising from the minutes of 29th March 2017</p>
	<p>Governor skill audit. The Chair asked governors to complete and return the skill audit as quickly as possible, to inform vacancies. Action: Return to JK as soon as possible.</p> <p>Scheme of Delegation. JK and SR met with Maria Hamblin to discuss the Scheme of Delegation. JH gave a short explanation on the structure of the Trust and how accountability at different levels is maintained.</p> <p>She explained that the Responsible officer (Colin Hunt) ensures the financial accountability within the Trust. Each school has their own financial reports but overall control and management of income/ expenditure is dealt with at Trust level.</p> <p>? How do LGB know about financial matters related to individual schools? JH explained that the needs/ expenditure/ income of each school is considered at the Finance Forum.</p> <p>? What authority does LGB have to make strategic decisions.? JH explained that she meets with SR regularly and projects identified through LGB meetings are discussed and actioned. Revenue budget is used to support school budgets. Capital budget is used to maintain/ develop and improve the buildings and resources of each school.</p> <p>JH informed governors of a Trust change regarding building maintenance. A service provider has been appointed to deliver 15 hours per week support to Anker Moor. A request book is available for staff. The service level agreement includes day to day maintenance and repairs. By using a specialist service, the Trust is saving money on minor repairs. The Trust is confident that the new service level agreement will support local needs and requirements as well as providing a</p>

comprehensive service for maintenance and improvement. Staff confirmed that the new service is working well.

? *Governors asked how information from the forum meetings were fed back to LGB.*

JH explained that the Head / Deputy attend Leadership forum; the Chair/ Vice Chair attend governance forum; and she will feedback information via the finance forum.

? *Governors asked what could be shared – did they have to wait until minutes were published.*

JH said that it was important that feedback to LGB was timely and open. There might be confidential matters and forum members would be advised how to deal with these if needed. The forums provide opportunities for professional discussions and decision making and she felt it was important that these meetings are informing LGB work.

JH reminded all governors that they could attend forum meetings as observers if they wished.

Crossing patrol

? *Governors asked what progress had been made regarding the safety of pupils crossing the road?*

SR reported that he had received no feedback.

He will contact SCC (Walk to School team) for advice.

Action: Follow up with SCC (Walk to School team)

Fierté Launch

? *Governors asked what was happening about Fierté Launch?*

JH said that on 4th September, all staff have been invited to a launch at Pirelli Stadium, Burton upon Trent. Mini bus will be available for staff without transport.

Governor self-evaluation

Meeting set for Monday 17th July, using 20 Key questions as a starting point.

TV to support.

GIP pack

? *Some governors had not received pack.*

SR confirmed these had been distributed at the start of term.

TV offered to send electronically to all governors at start of term.

EP asked if the contents could be shared with staff.

TV confirmed that the GIP contents were available for distribution as decided by the governing board and should be delegated to the most appropriate people to support governance and school improvement.

ICT update

JH explained that the Trust is launching a new website soon with Outlook 365 capacity where documents can be stored.

The Trust is actively looking at IT provision to ensure it meets the learning needs of pupils, the administrative need of staff and the management needs of school leaders. This will entail considerable investment and staff training and support.

? *Could school stock be reallocated to classrooms.*

SR identified the need to evaluate the viability of moving computers etc – network points, electrics etc. He would liaise with Maintenance team.

5	Review of Committee Structure / Scheme of Delegation (Fierté) Link Governor appointments
a	<p><i>Governors identified the strength of the Curriculum and Standards committee. They identified that through this committee:</i></p> <ul style="list-style-type: none"> • <i>Governors receive information from various sources relating the standards of pupil achievement and progress.</i> • <i>Governors ask in depth questions and drill down from the data to review school practice and impact of development work.</i> • <i>All governors are involved and have a good understanding of school strengths and weaknesses.</i> <p>Scheme of delegation / terms of reference are currently being revised by Trust and will be distributed to LGB when available.</p> <p>b</p> <p>Link Governor roles for September 2017.</p> <p>JK Safeguarding / PREVENT AB SEND pupils and provision JK Pupil Premium pupils and provision KC Health and Safety JK School priority - Maths CH School priority- Reading KC School priority – Writing</p> <p><i>Governors identified that they would contact Subject leaders during the year.</i> SR said that Subject Leaders were required to produce individual action plans that fed into the school development plan and he would ask governors to contribute to monitoring of progress. He noted that although some subjects were not school priorities it was important to continue to develop all areas of the curriculum.</p> <p>The revised SLT would also be holding subject leaders to account for progress and standards.</p>
6	Reports
a	<p>Chair and Vice Chair Actions.</p> <p>Resolved; No actions had been taken by Chair or Vice Chair on behalf of the LGB since the previous meeting.</p>
b	<p>Curriculum and Standards reports (3.5.17)</p> <p>The minutes were shared with governors prior to this meeting. Actions will be checked at Autumn term meeting.</p>
c	<p>Link/ nominated governor reports</p> <p><i>Governor visits have taken place as follows:</i> 12.6.17 Early years – CH 14.6.17 RE /Music/ Art/ DT – CH 14.6.17 English, (including reading, Writing, Spelling, Phonics) 22.6.17 Safeguarding – JK 26.6.17 Meeting with family Support worker – JK</p> <p>It was noted that reports have not yet been received. Action: Governors to send reports to LGB for inclusion with Autumn term papers.</p>

Resolved: The Chair thanked governors for their visits.

7 Headteacher's Report

The HT report had been shared with governors prior to this meeting.

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? How many children are on the Gifted and Talented register?

SR reported that the register needed to be updated, but school priority had been ensuring SEND register and provision was secure.

SR reported that pupils had participated in events at Glascote Academy but there was a need to systematically identify the most able and to ensure that they have access to learning at greater depth.

? Governors asked if most able were impacting on school data?

SR said that the achievement of able pupils would increase overall data results, however since the move away from point scores, this had increased the need for all staff to know which pupils were achieving at Age Related Expectations (ARE) and those exceeding ARE.

The move from score points had increased accountability for the performance and progress of pupils. He said that ensuring that the most able made good progress was essential.

? Did revised assessment forms help staff to identify and provide effectively for ARE / exceeding ARE pupils?

SR said it was important for staff to know the degree of exceeding ARE for pupils. He had introduced greater teacher moderation since moving away from Sheffield Stats. Staff were judging work and justifying the levels of achievement based on the evidence from pupils learning. Moderation, with support from senior leaders was promoting consistency and challenge in all assessment work.

This was followed up by Pupil Progress meetings which ensured staff were held accountable for standards of achievement.

He confirmed that this was an area of development – and consistency had not yet been established.

The importance of professional dialogue and discussion was informing staff judgements. By using four assessment points during the year, when outcomes are reviewed regularly, staff were establishing skills and knowledge related to the performance of every child.

Assessments in October would provide a strong baseline for every child, to enable progress to be accurately measured throughout the year. Writing samples from July will be retained (to address summer holiday slippage).

Pupil progress meetings will be used following moderation meetings to plan next steps for all pupils.

Friends of Ankermoor

Governors expressed thanks to the Friends of Ankermoor for the projects and events that that taken place since their relaunch.

In addition to much needed funds, governors noted that these events have promoted school community and parental engagement. Thanks, was expressed to staff and pupils for their

involvement and support.

Governors asked if the next meeting could include a report on effectiveness of Daily Mile initiative and a report on behaviour.

Action: Feedback required from SR at next LGB meeting.

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Attendance – the absence from an individual pupil has impacted on school data.

Governors were informed of the current situation and were assured that the school is taking every reasonable step to address the situation.

Page 5- P10 Pupil data and assessment information.

Governors confirmed that they have looked at this data in depth at Curriculum and Standards meeting (see minutes)

? Governors asked if SEND pupils were removed from overall school data, was the achievement and progress of non-SEND pupils at least satisfactory.

SR referred governors to the actions in his report which demonstrated the actions being taken to ensure that non-SEND pupils are making the required progress.

? Governors asked if school data was expected to improve because of these actions.

SR was confident that school data would show improvement. He warned governors that improvement would not happen overnight – school was going through a big change focussing on the quality of teaching, learning and assessment.

SR stated that the school needs to address standards of achievement and progress, but positive starts had been made.

EP confirmed that the school culture had changed. Monitoring was taking place each week and staff are receiving feedback and support.

She noted that staff were asking for advice and were eager to improve. They were supporting the Headteacher's drive to raise standards.

The SLT have taken ownership of the improvement agenda. They were being given time to monitor and support colleagues and this was enabling whole school improvement.

SR praised the staff and thanked them for their openness to change and their commitment to improvement.

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? Governors asked if new assessment descriptors in Maths, Writing, GPS were effective?

SR said that staff were using them in planning.

Moderation was taken place led by senior leaders. He noted that there had been differences between the judgements of some staff, however the climate of professional dialogue was enabling staff to develop the knowledge and understanding necessary to work towards consistent judgements. This was an area of development and consistency has not yet been achieved.

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? How will the school improvement plan be written this year?

SR said that the school priorities will remain related to reading, writing, maths and assessment.

	<p>Members of the SLT will each have a focus area that they are responsible for, but the production of the improvement plan will be done by the team.</p> <p>There will be clear links to performance management objectives, so that every member of the staff is aware of what is expected of them as part of the whole school improvement programme.</p> <p>Resolved: The headteacher was thanked for his report.</p>
7	Financial Aspects.(JH)
	<p>JH explained that the school budget is based upon income generated through pupil numbers. The total income for 2017/18 is £689,202.42.</p> <p>JH presented a budget forecast document which illustrated income and planned expenditure using a 3 year modeller.</p> <p>JH explained that salary expenses accounted for 84.5% of available income. The Trust has identified the need to reduce this cost in th future.</p> <p>JH explained changes to building and maintenance costs by using a service provider.</p> <p><i>? Governors asked if the costings included materials and if the providers had the required skills?</i></p> <p>JH confirmed that material costs are managed through capital budget and staff confirmed that the contractors were demonstrating required skills and were well qualified.</p> <p>IT costs will change as new systems are bought on board.</p> <p>Whilst at school level, a deficit is predicted this year, it will be offset by Trust reserves.</p> <p>JH explained that buying for Trust enabled economies of scale to be used to ensure best value.</p> <p>JH explained that there had been changes to catering service.</p> <p>Governors noted that pupil numbers have risen and school surveys indicate that the choice and quantity of food has improved. Again, JH explained that this had been achieved by utilising resources and catering capacity throughout the Trust.</p> <p>Resolved: Governors were assured that the finances of Trust are being well managed and local needs can be funded through Finance Forum.</p> <p>Resolved: JH was thanked for her informative presentation and handouts.</p>
8	Safeguarding / updates
	<ul style="list-style-type: none"> a) Keeping Children Safe in Education 2016 (KCSIE) b) Online safety c) Example of an in-house safeguarding audit d) Training requirements e) Child Sexual Exploitation (CSE) f) Single Central Record g) Children Missing in Education h) Early Years-Paediatric First Aid <p><i>During discussion on the above items, governors identified the need for all safeguarding policies,</i></p>

	<p><i>training, DBS checks and provision to be reviewed urgently.</i></p> <p>Action: JH/SR and JK to meet to review and prioritise necessary actions to ensure compliance with safeguarding policy and practice. Consideration needs to be given to:</p> <ul style="list-style-type: none"> • Training for all staff and volunteers and the management of training records. (Trust L1 training materials are available) • DBS transfer to Academy updates • Personnel records are being checked by Trust. • First aid training and register of key staff for different times of the day. • Before/ after school safeguarding provision and practice. • Developing an action plan for safeguarding development to ensure compliance with statutory regulations and consistency between Trust schools <p>SR said that safeguarding is a high priority within school and all members of the school community need to be confident in Trust policies and practice.</p> <p>Action: Safeguarding to be agenda item on all LGB meetings.</p> <p>Breakfast club. Discussions highlighted historical practices relating to the organisation, management and leadership of wrap around care.</p> <p>Action: JH/SR//J to undertake urgent review of wrap around care policies and procedures.</p> <p>Action: Agenda item at next LGB meeting.</p>
9	Trust Health and Safety audit (if available)
	Action: SR/KC to meet to discuss Trust audit outcome and termly governor monitoring.
10	Governor Self Evaluation and School Improvement
	<p>a) Self-evaluation meeting has been set for 17.7.17</p> <p>b) Link governor information in GIP has been noted.</p> <p>c) Governors are aware of the Handbook and Governor Competency framework which will be added to new website.</p> <p>Action: Governors to contact Jo Smith (Trustee) with requests for training.</p> <p>Action: GIP to be made available to all staff (electronic copy)</p>
11	Procedures and Policies
	<p>Resolved: The following policies were approved by governors.</p> <ul style="list-style-type: none"> • Admission arrangements • Marking and feedback policy • Governor meeting schedule • Mental Health and wellbeing policy • Presentation policy. <p>The Safeguarding policy will be revised - see item 8</p>
12	a. GIP information / procedures.
	<p>Governors noted that the contents and advice in the GIP have been received.</p> <ul style="list-style-type: none"> • Website – currently being update by Trust • HT performance Management mid cycle – on track

	Action: JK to contact MH (CEO)
13	Confidentiality
	No items were identified as requiring confidential minutes.
14	School celebration news
	<p>As always governors were delighted to hear good news from the HT and school</p> <ul style="list-style-type: none"> • Ankermoor won the District Sports • New staff room and PPA facilities are now available • Projector has enabled improvement for assemblies, social events • Inspire workshops have been well attended and received by parents • Changes to catering and cleaning services have had a very positive impact • School culture of improvement is evident in the development work. • Friends events have impacted greatly on developing a school community and engaging parental support. • SR thanked all staff for their commitment and involvement in raising standards and adapting so positively to changes.
15	Governor reflection on this meeting – impact of governance for pupils
	<ul style="list-style-type: none"> • Governor commitment to Trust – clear benefits from being part of a Trust • Increased governor understanding of Trust structures and accountability • Governor knowledge of finance and trust developments • Fierté Launch – all looking forward to his event • Communication at all levels is improving rapidly • Governors were assured that development work will enable all children to have a secure assessment baseline for September 2017 and progress and achievement will be monitored closely. • Despite challenges and development work still taking place, governors were assured that assessment outcomes are becoming more consistent and accuracy is being secured. • Pupils are happy and responding well to increased challenges in their learning. • Parental survey indicated a good level of support for school. • Governor commitment is very strong • SR is doing a good job as Head and leadership is strong. <p>Governors have set date for self-evaluation and are focussed on moving forward for September 2017.</p>
	Dates for 2017/18

MAT Board / Finance Forum

Date	Board or Finance	Location/Clerk
Wednesday 29 th November 2017 4.00pm	Finance	Anker Moor / AJ
Wednesday 6 th December 2017 4.00pm	Board	Anker Moor /AJ
Wednesday 14 th March 2018 4.00pm	Finance	Glascote / AJ
Wednesday 28 th March 2018 4.00pm	Board	Glascote / AJ
Wednesday 20 th June 2018 4.00pm	Finance	Violet Way / AJ
Tuesday 3 rd July 2018 4:00pm	Board	Violet Way / AJ

Leadership/Governance Forums

Date	Forum	Location / Clerk
Wednesday 15 th November 2017 4:00pm	Leadership	Anker Moor / AJ
Wednesday 27 th September 2017 4.00pm	Governance	Anker Moor / AJ
Wednesday 7 th February 2018 4:00pm	Leadership	Glascote /AJ
Wednesday 7 th March 2018 4:00pm	Governance	Glascote /AJ
Wednesday 23 rd May 2018 4:00pm	Leadership	Violet Way / AJ
Wednesday 18 th April 2018 4:00pm	Governance	Violet Way /AJ

Anker Moor LGB & Committee Meetings

Date	LGB	Location / Clerk
Thursday 5 th October 2017 6:00pm	Full Governors	Anker Moor /TV
Thursday 9 th November 2017 6:00pm	Curriculum & Standards	Anker Moor/In-House
Thursday 18 th January 2018 6:00pm	Curriculum & Standards	Anker Moor/ In-House
Thursday 22 nd March 2018 6:00pm	Full Governors	Anker Moor /TV
Thursday 26 th April 2018 6:00pm	Curriculum & Standards	Anker Moor / In-House
Thursday 21 st June 2018 6:00pm	Full Governors	Anker Moor /TV

Inset days 17-18

Inset days
4 th September
8 th September
3 rd January
12 th April
13 th April

Distribution:

LGB members

AJ – Trust Board Clerk

JH – Trust finance

MH – Trust CEO

Actions arising from this meeting.

Page	Item	Action	Who?	Feedback
1	2a	Letter to governor – removal from LGB due to not securing DBS	TV AJ	
	2a	Trust approval of removal of governor	AJ/MH	
1	2b	JK appointed Chair – inform Trust / Entrust	TV	
	2b	KC appointed Vice Chair – inform Trust/ Entrust	TV	
	2b	Update Edubase information	SR/ office	
2	4	Updated Scheme of Delegation to LGB when available	AJ	
3	4	Contact SCC re: Crossing Patrol update	SR	LGB mtg
	4	Governor self-evaluation meeting on 17.7.17 – All governors required	Govs	
	4	Send GIP electronically to all govs at start of term	TV	
4	6	Send Governor visits reports for inclusion with Autumn term governor call out	All Govs	
6		HT report – daily Mile	SR	LGB mtg Oct.
		HT report – behaviour update	SR	LGB mtg)ct
7		Present SDP to LGB when completed	SR	To approve at LGB mtg Oct.
8	8	Safeguarding review mtg – training register, DBS – Academy, First Aid, Policy, Wrap around provision. Check compliance URGENT	SR JK JH	Agenda LGB October.
8	8	Review of wrap around care, lettings, polices etc URGENT.	SR JK JH	Agenda LGB October
8	9	Health and safety audit and termly review	KC SR	Agenda LGB October
9	12	Contact CEO re: HTPM	JK SR	